United Nations ST/IC/2008/57

Secretariat

5 November 2008

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2009 national competitive recruitment examinations**

1. The purpose of the present information circular is to invite applications from staff members in the General Service and related categories of the United Nations Secretariat who wish to take the national competitive recruitment examinations at the P-2 level in 2009, in accordance with the provisions of administrative instruction ST/AI/1997/1. Further details, including descriptions of occupational groups and sample papers, can be obtained from the following website: http://www.un.org/Depts/OHRM/examin/exam.htm.

2. The 2009 national competitive recruitment examinations will be tentatively held on 24 February 2009 in the following P-2 occupational groups: administration, economics, finance, information technology, public information, security, social affairs and statistics.

3. A list of participating Member States is contained in the annex to the present circular.

4. Staff members who meet the conditions set out in administrative instruction ST/AI/1997/1 may apply by completing the attached application form and an updated Personal History (P11) or Personal History Profile (PHP), found in the Galaxy system, and forwarding them, by 19 December 2008, to: 2009 NCRE (Staff members), Examinations and Tests Section, Room S-2575E, Staffing Service, Strategic Planning and Staffing Division, Office of Human Resources Management. The most recent performance appraisal form (PAS) and copies of all university degrees obtained must be attached to the application. Incomplete applications will not be considered.

* Expiration date of the present information circular: 31 December 2009.

08-59076 (E) 121108

United Nations application form for the 2009 national competitive recruitment examination for General Service staff members of the United Nations Secretariat only

Section I
Personal data

Last name: _____ Room No.: _____ Ext.: _____

First name: _____ Index No.: _____

E-mail: _____ Nationality: _____

Gender: _____ Grade: _____ Duty station: _____

Department: _____ Appointment: _____

EOD date: _____ Expiration date: _____

Date of birth: _____

Section II
Type of examination

Occupational group (one only): _____ _____

Latest copy of performance appraisal (PAS) attached: _____

Period covered in PAS: _____

Copies of degrees attached: _____

Updated P11 or PHP attached: _____

This application, together with the documentation requested in section II, should be submitted by 19 December 2008 to the Examinations and Tests Section, Staffing Service, Strategic Planning and Staffing Division, Room S-2575E. Applications may also be submitted by e-mail (OHRM_ets@un.org) or faxed to +1-212-963-3683.

Date: _____ Signature: _____

Annex

List of Member States participating in the 2009 national competitive recruitment examination programme

Afghanistan
Andorra
Angola
Antigua and Barbuda
Bangladesh
Botswana
Brunei Darussalam
Comoros
Congo
Denmark
Gabon
Iran (Islamic Republic of)
Ireland
Japan
Kuwait
Lao People's Democratic Republic
Lesotho
Libyan Arab Jamahiriya
Liechtenstein
Lithuania
Marshall Islands
Mexico
Micronesia (Federated States of)
Monaco
Montenegro
Namibia
Norway
Oman
Palau
Republic of Korea
Republic of Moldova
Samoa
San Marino
Saudi Arabia
Sierra Leone
Solomon Islands
Swaziland
Tajikistan
Tonga
Tuvalu
United Kingdom of Great Britain and Northern Ireland
United States of America
Yemen